CTEP-AMS Fact Sheet

The Cancer Therapy Evaluation Program (CTEP) Account Management System (AMS) application is a project of the National Cancer Institute (NCI) designed to register and provide a unique identification number for all non-investigators (i.e. "Associates, Clinical Research Associates, Data Managers") participating in NCI-sponsored clinical trials through the nine adult Cooperative Groups and to establish a user account for all Investigators (i.e. physicians) and Associates. All Investigators and Associates participating in the research process through the Cancer Trials Support Unit (CTSU) are encouraged to establish a user account through CTEP-AMS. A CTEP-AMS user account will be required to access the CTSU Members web site. In addition, CTEP-AMS will allow the nine adult Cooperative Groups to claim registered Associates to their respective Group rosters.

Investigators and Associates

To obtain a valid username and password for access to the CTSU member web site Investigators and Associates must register with the CTEP-AMS registration system.

NEW Investigators

1. Log onto https://iapps-ctep.nci.nih.gov/ctepar/main.html
2. **Follow the application instructions.**
3. **You will need your NCI investigator number and a unique active email address.**
4. When you receive your CTEP-AMS approval email, click the link provided in the email and activate your account by changing your temporary password to a permanent password.
5. Congratulations!! Your application process is now complete. You may use your new CTEP-AMS user name and password to access the CTSU Members web site.
6. New investigators will be prompted to "*Check the CTSU Membership Box*" to activate their CTSU membership registration when they logon to the CTSU Members web site for the first time.

ALL Associates (Non-Investigators)

1. Log onto https://iapps-ctep.nci.nih.gov/ctepar/main.html
2. **Follow the application instructions.**
3. **You will need a unique active email address.**
4. To be considered for CTSU membership and for access to the CTSU Members web site, be sure the box "*Requested Applications: CTSU Web*" is checked.
5. When you receive your CTEP-AMS approval email, click the link provided in the email and activate your account by changing your temporary password to a permanent password.
6. Congratulations!!   Your application will now be reviewed by the CTSU. You will receive an email from the CTSU providing the status of your application within 2 to 3 business days. Once you receive your email from the CTSU, you may use your new CTEP-AMS username and password to access the CTSU Members web site.

Third Party CTSU Membership Request for Physicians

If you would like to request CTSU membership for a third-party that does not have a unique email address, you can log onto the members side of the CTSU web site and click on the 'Resources' tab. Under 'CTSU applications', you will see a link for 'Third-Party CTSU Membership Request' and you can request CTSU membership for a physician that does not have a unique email address by using their NCI Investigator number. If your physician does have a unique email address, the preferred method for requesting CTSU membership is by registering on the CTEP-AMS web site. The CTSU will review the request and will inform you via email when the review process is complete.

For More Information

CTEP Registration Help Desk: 301-496-9910 (Monday to Friday 8:30am to 4:30pm Eastern Time)
Email: ctepreghelp@ctep.nci.nih.gov